PRINT HERE

COLONIAL PRINTING

TOUCH-SCREEN PRINTING KIOSKS

85¢
COLOR

7¢
BLACK & WHITE

Kiosk Locations

1776 G Street
1957 E St
Duquès Hall
Gelman Library
Hall of Government
Old Main
Rome Hall
Tompkins Hall

Support Contact

WEPA Support Line
Phone: (800) 675-7639
Live Chat: wepanow.com
Email: help@wepanow.com

AT Solutions Center
Phone: (202) 994-7900
Email: acadtech@gwu.edu

Gelman Library
Printer & Computer Support Desk
Gelman Learning Commons

nt from your
nputer, smart
one, or tablet to
ch-screen kiosks
any campus

t **printing.gwu.edu** for
e information

7¢ BLACK & WHITE

85¢ COLOR

For Patrons with NetIDs (GW)

Computer Lab Instructions

1. From the Print menu, choose
   - **<WEPA-BW>** for black and white.
   - **<WEPA-COLOR>** for color.
2. Click Proceed.
3. Enter your NetID and password when prompted.
4. Go to any kiosk and touch the screen to start.
5. Insert your GWorld Card, enter a release code, or login with your NetID.
6. Select files to print.
7. Select payment option.

Laptop Instructions

1. Download and install the WEPA print driver from **printing.gwu.edu.**
2. Follow the Computer Lab Instructions above.

USB Instructions

1. Tap **<Print From USB>**.
2. Firmly insert your USB flash drive (if files are not displayed, reinsert).
3. Select files to print.
4. Select your print options (Color, B&W, portrait, landscape, and duplex printing options are available).
5. Select the number of copies.
6. Select payment option.

For Guests and Visitors (non-GW)

1. Go to **www.wepanow.com/user/register-user.**
2. Fill out the form.
3. In the "Select School" drop down list, choose **WEPA-Default Group.**

How to Pay

1. Go to **www.wepanow.com** and login.
2. Click on "Deposit Funds" on the right.
3. Complete the required information.
4. Select the amount of money you want. There is a minimum of $5.
   - Note: You can pay with a credit card at the kiosk but there is a $0.40 transaction fee for each card swipe

How to Print

1. From the Print menu, choose
   - **<WEPA-BW>** for black and white.
   - **<WEPA-COLOR>** for color.
2. Click Proceed.
3. Log in with your WEPA account.
4. Go to any kiosk and login with your WEPA account or enter your release code.
5. Select files to print.
6. Select payment option.

What You Need

- GWorld, NetID, or WEPA account.
- Money in your accounts.

Duplex (double-sided) Printing

- Duplex printing is the default print setting.
- Cost is per printed page ($0.14 for one double-sided black and white page, or $1.70 for one double-sided color page).
- Single sided printing is available from the "Print Preferences" menu.

Color Printing

- Choose **<WEPA-COLOR>** from the Print menu.
- Color printing is $0.85 per printed page.
- You are only charged the color rate if you choose **<WEPA-COLOR>.**

Payment Options

- You can pay with your GWorld funds from your WEPA account, or a credit card.
- There is a $0.40 transaction fee for each credit card swipe.
- Guests can pay with courtesy cards purchased from a VTS machine in the Library. Cards have a one-time fee of $1 which can be used to pay for future printing.